

**JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
POST OFFICE BOX 8111  
MADISON WISCONSIN 53708-8111**

**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT (MVA) NUMBER 06-74**

**This position is also advertised as a technician position under Job Opportunity # 06-192**

**OPENING DATE:** 08 Sep 2006

**CLOSING DATE:** 25 Sep 2006

(Applications will not be accepted after 1600 hrs)

**UNIT/LOCATION:** 128 ARW, General Mitchell Field, Milwaukee, WI

**POSITION:** Human Resources Officer (Military)

**MILITARY AFSC REQUIREMENTS:** 37F3

**MINIMUM SKILL LEVEL REQUESTED:** Entry Level

**AREA OF CONSIDERATION:** On-board AGRs at the 128 ARW

**FILL DATE:** 15 Oct 2006

**SALARY RANGE:** Pay and allowance commensurate with military pay.

**MINIMUM GRADE REQUIRED:** LT/O-1

**MAXIMUM EUMD GRADE:** LtCol/O-5

**AVAILABLE UPMR GRADE:** LtCol/O-5

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Member must be medically qualified IAW AFI 48-123. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date. Females require a pregnancy test within 30 days prior to AGR start date.
2. Members must meet physical fitness standards IAW ANGI 10-248, Air National Guard Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

**BRIEF DESCRIPTION OF DUTIES:**

Administers and conducts a wide variety of activities across the human resource lifecycle. Activities include programming and allocation of manpower resources; manpower determination; personnel actions that encompass accountability, classification, assignments, force development, casualty, separations and retirements;

education and training oversight; and guidance in military equal opportunity. Responsible for organizational development, performance management, and AF productivity programs. Formulates manpower-personnel plans and programs and develops policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals. Oversees training, equipping, and compliance of subordinate functional communities. Participates in total force deliberate and crisis wartime planning and execution in support of combatant commanders. Provides personnel accountability and casualty reporting (in-garrison and deployed) during mobilization, contingency operations and demobilization. Develops, controls and allocates manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition. Oversees the full spectrum of manpower-personnel programs to accomplish accession processing, classification and utilization, promotions, recognition, evaluations, assignments, retirements and separations. Leads the commanders support staff and manages programs to include leave, recognition, performance reporting and disciplinary actions. Responsible for the morale, welfare, and safety of unit personnel. Determines total force manpower requirements across the spectrum of Air Force capabilities. Employs industrial and management engineering methodologies to develop manpower determinants. Manages allocation of military and civilian resources. Conducts management advisory studies. Develops, tests, evaluates, and maintains organization structure. Administers Air Force performance management and productivity programs. Administers commercial activities programs. Oversees and conducts competitive sourcing studies to include consulting on development of most efficient organization for competitive bid. Develops, analyzes, and evaluates work methods and procedures related to curriculum preparation, instruction, testing, and student appraisal. Provides training for technical and academic instructors. Manages military equal opportunity programs. Advises commanders at all levels on the human relations environment and helps ensure equal opportunity. Provides human relations and equal opportunity program education and oversees complaints processing.

**Knowledge.** Mandatory of force management programs to include accessions, classification, assignments, promotions, force development, separations; wartime planning, deployment, and mobilization procedures; requirements determination, organization principles, performance management, resource allocation; training and education methods; human relations; and aspects of the Uniform Code of Military Justice.

**Education.** Undergraduate academic specialization in human resource management, business administration, sociology, psychology, public administration, mathematics, industrial engineering, industrial engineering technology, management engineering, quality management, management, computer science, organizational development, behavioral science, operations research, or education is desirable.

**Training.** For award of AFSC 37F3, completion of the Manpower-Personnel Officer Course is mandatory.

**Experience.** For award of AFSC 37F3, a minimum of 18 months of experience is mandatory.

## HOW TO APPLY

Submit a package that includes the following:

1. **Cover Letter** addressing, at a minimum:
  - A. The **military vacancy announcement** you are applying for.
  - B. Whether you are currently **AGR, technician, drill** or **active duty** status and what unit you're in.
  - C. Reason why any required documentation is not included in application packet.
2. **NGB Form 34-1** completed and **signed**.
3. **Personnel Records Review RIP**, complete and current. Other Service Components submit appropriate individual personnel information printout.
4. Current military members must submit annual service component fitness testing results. Civilians must submit documentation from physician indicating height and weight. Must be dated within 30 days of job announcement closing date.
5. Current **SF 507**, Addendum to Medical History SF 93.
6. Current **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable.
7. **DMA Form 181**, Ethnic Group/Race/National origin and Gender Identification (*If DMA 181 is unavailable use SF Form 181*).
8. All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

Note: Forms may be found by going to the following web site: <http://dma.wi.gov/agr.asp>.

9. Forward application to: **THE ADJUTANT GENERAL WI, ATTN: WIJS-J1-MS (AGR Air Staffing), 2400 WRIGHT STREET, MADISON, WI 53708-2572**. Applications must be mailed at applicant's own expense. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Questions regarding this announcement and the application process may be referred to DSN 724-3718/3721 or commercial (608) 242-3718/3721. Applicants are encouraged to call prior to job close date to ensure application was received; however, it is the applicant's responsibility alone to ensure that the application and all required supporting materials are complete. The application **will not be reviewed** until after the closing date. If the application is incomplete a letter will be sent to the individual indicating the reason for disqualification. All applications become the property of the J1 Office.